

MEMORANDUM FOR: Deputy Director for Support

SUBJECT: Current Interest Items

1. Single Fund Drive

Lt. Cmdr. French visited the Director of Personnel on 14 February as the representative of Secretary of Defense McNamara and Secretary of the Treasury Dillon in their capacities as National Government Chairman of the National Health Agencies and the Joint Crusade fund drives. He reported that Washington, D.C., had been selected for inclusion in the experiment with a single Government fund drive and that, consequently, the National Health Agencies and Joint Crusade agencies would be included in the fund drive next fall. Since these agencies are the beneficiaries of the Spring campaign to be conducted in March, there is concern that employees will believe that they are being asked to contribute twice in the same year to these groups. Actually, the solicitation in the Fall of 1964 will replace the solicitation which would otherwise take place in the Spring of 1965. Our Keyman for the current drive and the Fall drive will be fully briefed on this point.

Lt. Cmdr. French indicated that provision for payroll deductions of contributions would be a part of the one-drive package. We will report further on this plan when additional information is available.

2. IS Survey of the Office of Personnel

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Following his receipt of a report of the number of "Weak" Fitness Reports and step increase holds in 1963, [REDACTED] requested a sampling of files for the employees concerned. Ten in each category have been sent to him. He has also requested and been furnished a report of the number of "Adequate" Fitness Reports in each major component during CY 1963.

3. Lenten Religious Services

The weekly series of Lenten services began on Ash Wednesday, 12 February. 900 employees attended the Catholic services and made a good will offering of \$107.87 which was delivered to Father Class. 355 employees attended the Protestant service and made a good will offering of \$50.25. Offerings made at the Protestant services will be turned over to the inter-denominational association providing the ministers for such disposition as appropriate.

The Agency chorale is providing music at the Protestant services. Father Class specifically requested that there be no music in connection with the Catholic services.

4. Recreation Association - Seat Belt and Ticket Sales
As of 14 February:

Seat Belts	1,410	\$7,638.30
Retractors	1,399	3,149.55
Tickets:		
Ice Creams	286	930.00
Circus	690	1,719.20
World's Fair	104	191.79
Candy (Valentine)	277	567.60
		<u>\$14,196.64</u>

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Although the seat belt campaign formally ended 14 February, we will be able to handle occasional individual sales at the same rates for the next few weeks.

5. RID Briefing

Members of the Personnel Operations Division and Personnel Recruitment Division were invited to tour RID on 12 February to see in particular the work performed by Flexewriter Operators in RID. It was concluded that typing skill, although an essential, is not sufficient qualification for these jobs and that the intellectual demands of the jobs have not been adequately appreciated. RID and POD representatives will work together in refining selection standards for these jobs and possibly in arranging for some training of assignees while they are in the Interim Assignment Section. In addition, Salary and Wage Division will be asked to re-survey these positions to determine whether upgrading may be warranted.

6. Secretary for White House

The Civil Service Commission advised us that some of the nominees for special detail to the White House had been assigned to the White House for a few days but that the stenographic competence of at least some of these secretaries had not been acceptable. Consequently, the White House had requested that a shorthand test be given to a group of nominees. Although it had been indicated earlier that [REDACTED] was over-qualified for the job to be filled, her name was again listed for further consideration. She took the shorthand test on Tuesday, 11 February, and subsequently talked with the CSC officer handling these referrals. We have heard nothing further but when we followed up on 13 February were advised that we would be notified as soon as there were any further developments.

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**Emmett D. Nichols
Director of Personnel**

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